



DATE: January 27, 2021

AGENDA ITEM # 6

TO: Complete Streets Commission

FROM: Jaime O. Rodriguez, Interim Staff Liaison

SUBJECT: City Council Priorities Recommendations Letter

RECOMMENDATION:

Provide Input on Proposed Letter to the Los Altos City Council regarding Complete Streets Commission interest in City Council's Transportation Priorities.

INTRODUCTION

The Los Altos City Council develops annual City Council Priorities to guide policy and project implementation for the City each year. The City Council Priorities also serve as a tool to measure City Council and City Staff performance annually.

The Complete Streets Commission requested at its December 2020 meeting that a letter be developed and submitted to the City Council for their January 30, 2021 City Council Priorities study session and that the comment letter also include the Complete Streets Commission draft work plan. A draft comment letter and the draft version of the commission's work plan is attached for review by the commission.

BACKGROUND

The Complete Streets Commission requested development of a comment letter for submittal to the City Council to help advise the City Council on its own interests regarding City Council Priorities as part of the 2021 calendar year. The Complete Streets Commission Vice-Chair, Stacy Banerjee, drafted the attached letter for review and comment by the commission.

DISCUSSION

The Complete Streets Commission comment letter to the City Council on City Council Priorities is focused on the commissions developing work plan. The commission work plan subcommittee team members include: Vice Chair Stacy Banerjee, Commissioner Cynthia O'Yang, and Staff Liaison Jaime Rodriguez. The attached draft comment letter was developed by Vice Chair Stacey Banerjee and includes the most current draft copy of the commission's work plan.

Attachment A
DRAFT City Council Comment Letter

January 27, 2021

Honorable Los Altos Mayor, Vice-Mayor, and Councilmembers,

The Complete Streets Commission is interested in the City Council's upcoming City Council Priorities study session. In years past the commission has not provided direct input to the City Council as it developed its annual priorities. But this year the commission is interested in sharing its Work Plan to help advise the City Council on its priority's development.

The Complete Streets Commission believes it is in alignment with the City Council regarding the advancement of complete streets initiatives in the City. The active Complete Streets Master Plan project, prioritized by both the City Council and the Complete Streets Commission, demonstrates our common interest in seeing positive transformation in street design in the City. The Complete Streets Commission has articulated the necessity to create a visioning statement and supporting criteria for the Complete Streets Master Plan and has directed staff to develop such workshop ASAP. This year the Complete Streets Commission is working closely with City staff in the Engineering Services Department to align the CIP - Street Maintenance Programs (i.e. paving) with the Complete Streets Master Plan project so the City can use active projects to implement complete streets initiatives. The commission also undertakes many other responsibilities.

In advance of your annual priority setting and council offsite meeting, the Complete Streets Commission has outlined its own CSC priorities for your review:

1. Create safe multi-modal transportation solutions that align community needs with city priorities.
2. Manage long-term cumulative impacts from public and private development projects, and regional traffic.
3. Achieve effective community engagement with residents.

For each of these three priorities, we have detailed specific goals with underlying projects and programs that are outlined in the attached Complete Streets Commission - Work Plan document along with our tentative meeting calendar for this year. We will work to build out and refine key performance indicators, including timeline for each of the projects and programs. This is a multi-year plan, which our commission will update annually.

Please let us know if you have any feedback, input, or questions as you set annual city-wide priorities. In addition, we will be reviewing this plan with you in more detail during our annual joint session currently scheduled for May 4, 2021.

Nadim Maluf
Chair - Los Altos Complete Streets Commission

ATTACHMENT B
DRAFT Complete Streets Commission
5-Year Work Plan - 2021

General Comments:

1. Create safe multi-modal transportation solutions that align community needs with city priorities.

1A. Create Complete Streets Master Plan to Prioritize Projects and Programs (2021)

Projects and Programs	KPI's
- Articulate clear vision statement and supporting criteria	- Conduct CSC workshop to establish vision in early 2021
- Update Bike & Ped Plan	- Maintain proposed Bike & Ped Plan deliverables schedule
- Improve SR2S Walk n Roll Maps & Create Hot Spots List	- Complete 13 Walk n Roll Maps and Hot Spots Lists
- Develop Conceptual Plan Line Drawings for Priority Locations	- Complete 19 concept plan line drawings for priority locations

1B. Align and Execute Pavement Program to increase PCI and Simultaneously Add Multi-Modal Safety Amenities

Projects and Programs	KPI's
- Achieve PCI of 75 by 2026 (Pending Funding)	- Review PCI Annually
- Implement Priority Bicycle and Pedestrian Facilities and Traffic Calming with Pavement Program	- Select a min. of 2 streets per year from the CSMP Project List to advance CSMP implementation.

1C. Develop Safe Routes to School Education & Encouragement Program with School Communities

Projects and Programs	KPI's
- Create and implement education programs to expand bike/ped safety knowledge with students/families, and increase the number of students walking/biking to school	- Future SR2S EE Program (Pending outcomes of Stakeholder interviews)

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5-Year Work Plan - 2021

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| <ul style="list-style-type: none"> - Create and implement encouragement programs to increase bike/ped use - Manage implementation of SR2S Improvement Plans on school routes | <ul style="list-style-type: none"> - Future SR2S EE Program (Bike-Ped Counts) - Future SR2S EE Program (No. of Improvements Completed within 24 Months of CSMP Adoption) |
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1D. Enhance City’s Traffic Calming Program

Projects and Programs	KPI’s
<ul style="list-style-type: none"> - Evaluate Open Street Measures for Residential Streets to limit Vehicle Cut-Thru Traffic and implement Pilot Projects - Develop New Traffic Calming Toolkit for Collector and Arterial Streets - Continue to evaluate and modify Downtown Open Streets/Parklet Programs 	<ul style="list-style-type: none"> - Policy for Residential Open Streets Implementation - Demonstration Project in Summer 2021 - 2022. Release RFP for Traffic Calming Toolkit - Quarterly update on status of Downtown Open Streets/Parklet Program

1E. Align CIP Transportation Program to CSC Work Plan

Projects and Programs	KPI’s
<ul style="list-style-type: none"> - Align CSC input into CIP Process in Early Spring to help advance priority projects - Conduct quarterly update/review of CIP transportation projects 	<ul style="list-style-type: none"> - CSC review of Annual Street Resurfacing Program street selection by Mar each year. - CSC quarterly update report delivery in Jan, April, July, and Oct.

1F. Coordinate Regional Transportation to Advance Los Altos interests

Projects and Programs	KPI’s
<ul style="list-style-type: none"> - Coordinate with partner government agencies - Seek VTA funding and other outside funding aggressively 	<ul style="list-style-type: none"> - Participation in regional meetings with VTA, Caltrans, MTC, etc. - No. of grant proposals submittals following CSMP plan adoption

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5-Year Work Plan - 2021

1G. Manage Downtown Parking Facilities to Promote Successful Business Operations

Projects and Programs	KPI's
- Maintain existing parking assets	- Summer 2021. Develop parking inventory.
- Introduce Technology Options to Manage Parking Inventory	- 2022 Pending Funding. RFP for On-Street and Lot Parking Sensors (Downtown)
- Identify and Implement EV Charging Stations for Vehicles and eBikes	- 2022 Pending Funding. RFP for private sector e-charging facilities.
- Expand Bicycle Parking Opportunities Downtown and Citywide	- 2022 Pending CSMP Adoption

Future Interests:

- Transit Plan
- Bicycle and Pedestrian Technology Enhancements (i.e., Wave Push Buttons)

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5-Year Work Plan - 2021

2. Manage Long-Term Cumulative Impacts from Public and Private Development Projects and Regional Traffic

2A. Utilize Citywide Traffic Model to Monitor Traffic Trends

Projects and Programs	KPI's
- Collect traffic data regularly to identify changes in traffic patterns	- Semi-annual citywide traffic count (88 locations)
- Track changes in LOS and Bicycle Pedestrian stress level on local roads	- Develop VMT/LOS Policy - Use CSMP to develop Bike-Ped Stress Measures

2B. Measure Traffic Impacts in the Los Altos Community to Evaluate and Improve the Effectiveness of Existing Programs

Projects and Programs	KPI's
- Establish a Vehicle Miles Traveled (VMT) and Level of Service (LOS) Policy to help better evaluate projects.	- Summer 2021 contract consultant team to develop VMT/LOS policy and checklist.
- Develop Traffic Study Checklists for Transportation Consultants by Land Use Type to ensure Consistency in Study Methodologies	- Summer 2021 contract consultant team to develop VMT/LOS policy and checklist.
- Develop Complete Streets Commission Development Review Checklist to Streamline Commission Participation in Private Development Approval Process	- Summer 2021 contract consultant team to develop VMT/LOS policy and checklist.
- Study Telecommuting Strategies for Use in Community to provide Local and Regional Leadership	- 2022. RFP for Telecommuting Strategies.
- Conduct training session for CSC members on development project review	- Summer 2021

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5-Year Work Plan - 2021

2C. Overhaul Traffic Impact Fee (TIF) Program to Help Fund Priority Transportation Projects

Projects and Programs	KPI's
- Align TIF program with Complete Streets Master Plan and other Local and Regional Transportation Project Interests.	2022. RFP for TIF Update.
- Evaluate existing TIF Rates to Ensure Fees Reflect Existing Construction Costs.	- 2022. RFP for TIF Update.

3. Achieve Effective Community Engagement with Residents

3A. Develop Effective Outreach Strategies to Promote Public Participation in Transportation Projects

Projects and Programs	KPI's
- Identify Better Methods of Engaging with Residents	- Following CSMP identify successful engagement strategies for future use
- Incorporate Public Input into each Project Evaluation.	- Develop online post construction surveys.
- Include Post-Project Data Collection to Monitor Project Effectiveness	- 2022. Introduce post construction reporting in CSC Quarterly Reports.

3B. Integrate with City-School District - School Issues Subcommittee

Projects and Programs	KPI's
TBD	TBD

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DRAFT Complete Streets Commission Work Plan

This is a tentative schedule of proposed CSC meeting activities/topics for 2021. It is subject to change. Additional topics will be added in the last half of the calendar year. Development project proposals will be added as they come forth and are ready for review by CSC.

Month	Scheduled Discussion Topics
January	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSC Meeting Start - CSMP (Plan line drawing follow-up for commission to comment) - Pavement Program List of Proposed Streets - Almond Avenue Cycletrack Buffer Zone Elements - Fremont Avenue Project Update - Letter to City Council on CSC Priorities, - Quarterly Update
February	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSMP Walk n Roll Map & Hot Spot Location Maps - SR2S EE Program - Traffic Impact Analysis/Private Development Review Checklist - VMT Policy - Downtown Parklet Program Update
March	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSMP - CIP Program Recommendations and Letter to City Council - Pavement Program Update - Safe Routes to School EE Program - <i>Joint City Council/CSC Meeting Prep</i>
April	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSMP Walk n Roll Audit Summary - CIP Program Recommendations/ Budget Review - Community Outreach Process - Cuesta Dr Post Construction Analysis - <i>Joint City Council/CSC Meeting – May 4?</i> - Quarterly Update
May	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSMP - CIP Program Recommendations
June	<ul style="list-style-type: none"> - County of Santa Clara - Expressway Bicycle Design Guidelines - County of Santa Clara - Bicycle & Pedestrian Design Guidelines - Training Session: Private Development CSC Process - Traffic Impact Analysis/Private Development Checklist

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DRAFT Complete Streets Commission Work Plan

	- VMT Policy
July	- Traffic Impact Fee (TIF) Program
August	- Safe Routes to School EE Program - Quarterly Update
September	- Police Department Coordination Meeting - Form Work Plan Subcommittee
October	- Measure B Project, Foothill Exp Widening (Homestead to I-280) - Work Plan Subcommittee Updates - Quarterly Update
November & December (Combined)	- Annual CSC letter to Council for Council Priorities with Work Plan Attachment